

TAB

~~CONFIDENTIAL~~

Approved For Release 2001/07/24 : CIA-RDP63-00309A000100040074-1

~~CONFIDENTIAL~~

WRITING WORKSHOP (INTERMEDIATE) NO. \_\_\_\_\_

TRAINING EVALUATION

SECTION I: IDENTIFYING INFORMATION			
NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
DATE OF BIRTH	EOD DATE	GRADE OR RANK	OFFICE
PROJECTED ASSIGNMENT OR PRESENT POSITION			
SECTION II: OBJECTIVE OF THE COURSE			
To stimulate habits of thoughtful, self-critical writing for intelligence production.			

SECTION III: SPECIFIC CHARACTERISTICS OF THE COURSE

The class is conducted for 10 to 15 students. It meets for nine three-hour morning sessions over a period of four weeks. There are three sessions during the first week and two thereafter for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are evaluated against national and Agency norms. The trainees also prepare written exercises and have an opportunity to rewrite some of them during later sessions. Students may use the form and substance of their own office's written product. Special attention is paid to logical organization, diction, sentence structure and other mechanics of writing. The trainees receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: HOW THE STUDENTS ARE EVALUATED

Staff members observe the student's writing ability, any change demonstrated, and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

Approved For Release 2001/07/24 : CIA-RDP63-00309A000100040074-1

~~CONFIDENTIAL~~  
~~CONFIDENTIAL~~

**CONFIDENTIAL**

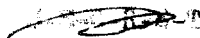
~~SECRET~~

---

**SECTION V: REPORT OF STUDENT ACHIEVEMENT**

---

Chief Instructor



**CONFIDENTIAL**